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IPC Reports
ADP Management

69-5444
OPP3 Requirements on SSS

25X1A

1 DEC 1969

MEMORANDUM FOR: Directorate Information Processing Coordinators

SUBJECT : Consolidated Report on Information Handling
and ADP

REFERENCES : A. IHC-D-130/1, dtd 22 May 1969
B. BOB Circular A-79, dtd 23 May 1967

1. The Information Handling Committee, USIB and the Bureau of the Budget require (references A and B respectively) semiannual reports on the Agency's Information Handling (i.e., ADP) activities. Although these two requirements specify separate reporting formats and due dates, they cover identical periods and involve considerable reporting redundancy which we plan to minimize by proceeding as follows:

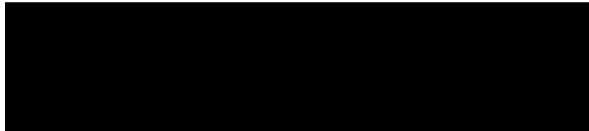
- a. Each Directorate will prepare a single submission.
- b. We will continue to apply the general reporting instructions and format used for A-79 reporting, but will adjust submission dates to meet the IHC deadlines.
- c. Particular attention will be given in Directorate submissions to identifying and explaining ADP activities as they relate to the Intelligence Community.
- d. Directorate submissions for the first half fiscal year will be due in O/PPB 31 December and for the second half fiscal year by 30 June. (These due dates, forced by the IHC due dates which follow by only one week, mean that Directorate submissions will be prepared somewhat before the end of the reporting period.)
- e. Top secret and other specially controlled material should be submitted separately---the main IHC report to the USIB and PFIAB is SECRET with an Annex of TS and special items.
- f. The IP Staff, O/PPB, will prepare a consolidated Agency-level response to both the IHC and BOB requirements.

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2. Attached are instructions and a format to facilitate the preparation of Directorate inputs to the Agency's ADP reports. IP Coordinators are requested to review and approve their Directorate submissions to the current report and furnish one copy to O/PPB by 31 December 1969.



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Chief, Information Processing Staff
Office of Planning, Programming, and Budgeting

Attachment:
As stated

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT